

SB-6

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H. R. 607. Increases annuities of retired Federal workers by 10 percent, but would not give this increase to those drawing 4,104 dollars a year or more in annuities or to those who now have outside jobs paying more than 1,200 dollars a year. Also extends annuities to widows of employees or retirees who died before April, 1948. Approved by House Civil Service Committee.

H. R. 8522. Consolidates in Section 9 of the Universal Military Training and Service Act, the provisions of law providing reemployment rights for ex-servicemen and reservists. Approved by House. Pending in Senate Armed Services Committee.

S. 25. Requires that future pay raise for Government per diem (blue collar) workers be made retroactive to 30 working days after start of wage survey. Approved by Senate. Pending in House Civil Service Committee.

S. 734. Increases the pay of classified employees by 7½ percent. Approved by Senate Civil Service Committee.

S. 27. Increases postal workers' pay by 7½ percent, plus a two-year temporary 240 dollar increase. Approved by Senate Civil Service Committee.

IDEAS PAY OFF!

LARGEST CASH AWARD IN HISTORY OF ORGANIZATION IS SHARED BY FOUR EMPLOYEES

In impressive ceremonies attended by the three Civil Service Commissioners and a number of Organization officials, the Organization's Director presented an award of eighty-five hundred dollars to four Organization employees. This presentation, the largest award in the history of the Organization's Suggestion Awards Program, stemmed from the submission of three related employee suggestions which affect not only this Organization but

also a substantial portion of the rest of the Government. Measurable savings to the Organization amount to be about 55,000 man-hours worth one hundred and fifty thousand dollars per year. This tangible saving will continue to accrue for many years to come and there will be many intangible benefits of general application to a large part of the entire Government as well.

The Chairman of the Suggestion Awards Committee welcomed the Civil Service Commissioners and other guests and briefly explained the Organization's incentive awards program, noting that the suggestion awards portion of the program deals with improved efficiency in operations and is administered by the Management Staff while the honor awards portion is concerned with superior performance and is administered by the Office of Personnel. The Chairman explained the nature of the improvements resulting from the suggestions of the four employees being honored and commended each employee for his contribution. He also commended the evaluators and supervisors for their thoughtful consideration of these suggestions.

The Director personally presented to each of the four employees a Letter of Commendation from the Chairman of the Suggestion Awards Committee, a Certificate of Appreciation signed by the Director and an award check. One award was for four-thousand dollars; two were for two-thousand dollars each and one was for five-hundred dollars. The Director expressed his deep appreciation both personally and on behalf of the Organization to each employee receiving an award.

The members of the Civil Service Commission were very interested in these particular suggestions, and the Civil Service Commission Chairman stressed the Government-wide importance of the Incentive Awards Program which produces many such excellent suggestions each year. He told the group that, since its inception, this program has been responsible for savings to the Government of approximately 312 million dollars and that Government employees have received more than 16 million dollars in Incentive Awards.

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MANAGEMENT TOOLS

REPORTS MANAGEMENT

A sage old fire chief at a large Navy base was questioned about fire regulations. "What about reporting fire hazards?" he was asked. "If you mean in writing, heck no!" he replied, and then added, "By the time I got the written word this whole place might be burned to the ground."

The chief was practicing good reports management — timely reporting of essential information in a simple and direct manner.

Most of our requirements for administrative reports cannot be stated as simply as the fire chief's, nor complied with as easily. Wide-spread activity requiring increasing administrative control, a compartmented organizational structure, and ever-changing conditions tend to complicate reporting systems. However, Organization personnel can do much to improve our administrative reporting practices simply by applying the following principles:

Establish the basic need for a report — A report is justified if: (1) the information required is appropriate to the functions of the using office, and preparing offices are the best sources of data; (2) the report serves a purpose which could not be accomplished some other way, such as through direct supervision or inspection; (3) the need for the report does not stem from a problem which should be corrected rather than reported; or (4) the information reported is actively used as a basis for actions, plans, or decisions, and these uses fully justify the cost of the report.

Select a reporting frequency which is consistent with the need for information. Programs on which information is reported often decelerate rapidly. Unless changed, the reporting frequency may soon become unrealistic, or the opposite may occur, i.e., the pace of a program is stepped up, or situations begin to occur so frequently that they should be summarized rather than reported separately. Check a series of reports. What frequency is needed now; what is the trend?

Specify a reporting date which, if possible, is convenient to the reporting office. Avoid conventional peakload reporting dates such as end-of-month, end-of-quarter and end-of-year. Allow sufficient time for adequate preparation, without overtime. Base due dates on working days, not calendar days, whenever possible.

Insure that the flow of information follows the pattern of organization and command, and that information is summarized at various points where decisions are made or where responsibility is placed. Good administration includes delegating authority to make decisions at levels where actual operations are carried out; good reporting stops detailed information at those same levels.

Develop a report format which: (1) is simple in design and standard for each preparing office; (2) provides for transmitting the report without covering correspondence; and (3) is arranged so that the preparing office can compile the data from records it normally keeps, and so that the receiver can locate information quickly and apply it to his needs.

Be sure that the report directive you issue is clear and complete — preferably in writing. Good directives mean good reporting.

Be sure that periodic and critical reviews of the need for continuing reports are made.

Reports management can mean fewer and better administrative reports at lower cost, thus releasing more time for the Organization to accomplish its mission. Consult your Records Officer if you have an administrative reporting problem. Further guidance is available from the Records Management Staff.

~~MERIT PAY RAISE PLAN~~

The President's Sub-Cabinet Committee studying Federal salary systems has been asked to consider at least one highly significant change in the Classification Act, which controls the grades and pay of the Government's classified employees.

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